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EXHIBIT C

CORRESPONDENCE CONTROL PROCEDURE

- I The purpose of this instruction is to provide a basic procedure which can be adapted to the needs of the Office. The control system will be handled by a Central Mail Control for the Office.
- II All incoming communications will be received and controlled by a Central Mail Control. Upon receipt, incoming communications will be recorded on Form 35-1, "File and Routing Slip" as follows:
 - A. Assign a control number to each piece of correspondence to be recorded by stamping the number in the lower right corner of the incoming communication and typing it in "Control No." block of Form 35-1.
 - B. Prepare the 35-1, a six-part snap out form interleaved with one-time carbon as follows:
 - 1. Security classification of the document will be typed in the space designated "Sec. Class".
 - 2. The name of the individual, business firm or organization from whom the correspondence was received, will be placed in the block designated "Origin".
 - 3. The date of the correspondence will be typed in the space designated "Date of Mat".
 - 4. The date the communication was received will be typed in block designated "Date Rec'd".
 - 5. The date action is due to be completed will be typed in space designated "Date Out".
 - 6. A brief digest of the subject matter involved in the incoming correspondence will be included in the space designated "Subject" and the number of enclosures also indicated. If an incoming communication is a telegram, registered letter, or other special type communication, an appropriate notation of this will also be reflected.
 - 7. The Subsidiary Mail Control to whom the correspondence is forwarded for handling and the date forwarded is noted in the first "Routing-Time Out" column.

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C. The following disposition will be made of the six part form:

1. Copies numbered 2 and 3 will be detached immediately and filed in the Central Mail Control.
 - a. The number 2 copy should be filed alphabetically by the name of the individual, firm or organization, from whom the communication was received. This file will constitute an alphabetical index and serve as the finding media of all recorded incoming communications.
 - b. The number 3 copy is filed by the date on which action is due to be completed (see paragraph E) to act as a suspense copy and serve as a log. This file will be in two parts "Action Completed" and "Incompleted". The suspense copy will be placed in the "Incompleted" file and will be used to follow up communications on which action has not been completed within the allotted time. When action has been completed the suspense copy will be withdrawn from the "Incompleted" file and placed in the "Action Completed" file by control number.
2. Copies numbered 1, 4, 5 and 6 will be securely fastened to the upper left corner of the correspondence and forwarded to the Subsidiary Mail Control shown in the routing column.
3. When received by the Subsidiary Mail Control clerk, the communication will be referred to the proper action desk and the referral noted in the "Routing-Time Out" column. At the time of referral the number 4 copy will be detached and filed in the same manner as prescribed for copy number 3. Any later referrals will be noted on this copy so that it will provide information as to the location of the communication when action has not been completed within the allotted time.
4. Copy number 5 is used when the correspondence is further referred (to another Subsidiary Mail Control within the Office), at which time it will be detached from the correspondence. Referral reference will be placed in the "Routing-Time Out" column, and the slip returned to the Central Mail Control. The information relative to the transfer of the correspondence is transcribed to the number 3 copy by the Central Mail Control and copy number 5 is then destroyed. The second Subsidiary Mail Control point to which the correspondence is referred will remove copy number 6 and file it as its control copy. If additional referrals are necessary another set of copies 4, 5 and 6 of Form 35-1 will be prepared.

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5. Copy number 1 shall remain at all times with the communication until all necessary action has been taken and the correspondence returned to the Central Mail Control for classifying by subject, filing, and dispatch of the reply. The number 1 copy will replace copy number 2 which will be destroyed. If the file is retained for filing and dispatch of the reply by the Subsidiary Mail Control, copy number 1 should be detached from the correspondence, the subject classification placed in the block designated "File No.", action taken noted in the proper block and the following notation made on the 35-1, "Retained by _____". Copy number 1 is then forwarded to the Central Mail Control for filing.
- D. For intra-office correspondence initiated within the Office, which must be controlled, the following procedure will apply:
1. The originator will prepare Form 35-1 as follows:
 - a. Security classification of the document will be typed in the space designated "Sec. Class."
 - b. The Division preparing the communication will be placed in the space designated "Origin".
 - c. The date of the correspondence will be typed in the block designated "Date of Mat."
 - d. A brief digest of the subject matter involved in the communication will be included in the space designated "Subject".
 - e. The initial referral (to the Central Mail Control) will be noted in the "Routing-Time Out" column.
 2. The Subsidiary Mail Control will detach and file copy number 4 chronologically, attaching copies 1, 2, 3, 5 and 6 to the communication and forward to the Central Mail Control.
 3. Upon receipt the Central Mail Control will:
 - a. Assign a control number to the communication and the 35-1.
 - b. Note the date received in the space designated "Date Rec'd".

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- c. Type the date action is due to be completed in the space designated "Date Out".
- d. Detach and file copies 2 and 3 as explained in paragraph C-1.
- e. Forward communication with copies 1, 5 and 6 attached to Subsidiary Mail Control point noted in "Routing-Time Out" column.
- E. All Congressional mail requiring an answer must be answered or acknowledged within two work days, with certain exceptions all other communications within five work days. The suspense file in the Central Mail Control will be checked daily. Upon expiration of time allotted for action, the Subsidiary Mail Control to whom the communication was referred will be contacted by telephone to ascertain the reason for the delay. If additional time is needed the new date due, as indicated by the action desk, will be noted on the suspense copy (number 3 of 35-1).
- F. To insure successful operation of this procedure it is essential that persons assigned mail control duties be instructed that this is a priority function. More than one person should be available for this duty at each control point to insure immediate handling.

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